

# Allotment Status Encumbrance Detail Report

## Navigation

General Accounting > General Accounting—Agencies > Inquiries & Reports > Accounting Reports > Allotment Status Encumbrance Detail Report

## Process

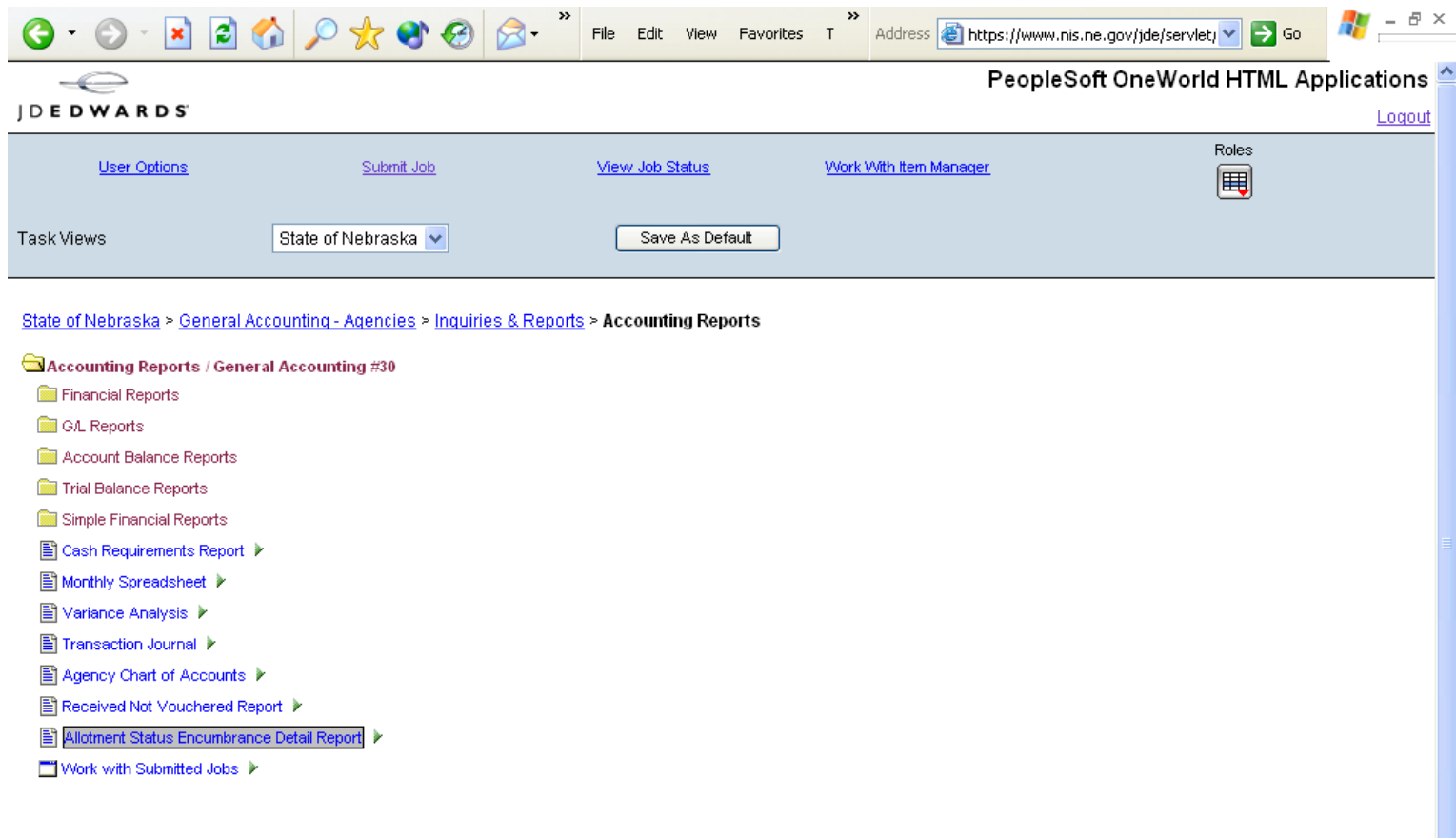
1) Perform the steps listed below.

## Result

Generate a report showing totals by Program/Fund Type, PA and/or PB Ledger, and Account.

*Note: The PA Ledger contains encumbrances generated in the Procurement module and the figures summarize all Purchase Orders for the accounts listed. See the Purchase Order Inquiry query to see the PA ledger detail. The PB Ledger contains manual encumbrances generated in the Budget module and the document numbers are displayed.*

Start this instruction from the menu.



1. Click on the report and the Version Prompting window appears.
2. Choose *Data Selection*, then click *Submit* and the Data Selection window appears.

File Edit View Favorites T Address <https://www.nis.ne.gov/jde/servlet> Go

**J D E D W A R D S**
Data Selection

OK Cancel Delete Up Down  
☐ ☐ ☐ ☐ ☐

	Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where	Ledger Type (F0902) [BC]	is equal to	"PA,PB"
<input type="checkbox"/>	And	Agency Number (F0006) [BC]	is equal to	Blank
<input type="checkbox"/>	And	Program Number (F0006) [BC]	is equal to	Blank
<input type="checkbox"/>	And	Fund Type (F0006) [BC]	is equal to	Blank
<input type="checkbox"/>	And			

[Add Row](#)

3. Change line two as follows:
  - *Right Operand* – Choose *Literal* – Enter **013**, then click *OK*.
4. Change line three as follows:
  - *Right Operand* – Choose *Literal* – Enter your program number, then click *OK*.
5. Choose line four and click delete.

*Note: There are more selections that can be used to narrow the scope of the report.*

6. Click *OK* and the Processing Options window appears.

JDE EDWARDS

Processing Options

OK Cancel

T5509730

Century 20

Fiscal Year 4

Period Number - General Ledger 8

7. Change *Century*, *Fiscal Year*, or *Period Number – General Ledger* as appropriate.
  - a. Note: for *Fiscal Year*, **4** is Fiscal Year beginning July 1, 2004, **5** is Fiscal Year beginning July 1, 2005.
  - b. Note: for *Period Number*, July is **1**, August is **2**, September is **3**, December is **6**, June is **12** etc.
8. Click *OK* on this window and then click *OK* on the Printer Selection window. You will return to the menu.
9. Click *Submit Job* and the Work With Batch Versions – Available Versions window appears.
10. Click *Form, Submitted Jobs* and the Submitted Job Search window appears.

Submitted Job Search

J D E D W A R D S

Select Find Delete Close Row Tools

Host NISPRD  
 UserID BRANGE  
 Job Queue \*

Records 1 - 1 [Customize Grid](#)

	Queue	Status	Description	Priority	Type	User	Job Details	Host	Job #	Environment	
<input type="checkbox"/>	RBATCH	D	Done	5	UBE	BRANGE	R5509730_NIS0001_979	NISPRD	979147	JPD7333	nisweb0

11. Choose the report (R5509730\_NIS0001) when the Description field is "Done".

Note: Click *Find* to refresh the window until "Done" is displayed.

12. Click *Row*, *View PDF* to see the report.

https://www.nis.ne.gov/jde/servlet/com.jdedwards.jas.ube?SERVER=NISPRD&JOBNUMBER=979147&VIEWTYP - Microsoft Internet Explorer

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Address https://www.nis.ne.gov/jde/servlet/com.jdedwards.jas.ube?SERVER=NISPRD&JOBNUMBER=979147&VIEWTYPE=PDF&USERID=2629903194696631296&FileType=.pdf Go Links

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R5509730 GIL Period Number 8 Fiscal Year 4 STATE OF NEBRASKA 02/15/05 15:12:16  
NIS0001 Allotment Status Encumbrance Detail Page - 1  
Agency Number 013 DEPT OF EDUCATION Standard Report  
Budget Division

Program	Fund Type	Ledger Type	Fund	Business Unit	Object Account	Subsidiary	Document Number	GL Date	Explanation or Name	Encumbrance Amount
352	4	PA	40000	13525000	543600					659,125.14
352	4								PA Ledger Totals	659,125.14
352	4	PB	40000	13524000	511300		873000	08/27/04	June overtime DDS	12,753.00
352	4	PB	40000	13524000	511300		873000	02/03/05	June overtime DDS	12,753.00
352	4	PB		13524000	511300				BU.OBJ Subtotal	.00
352	4								PB Ledger Totals	.00
352	4								Program / Fund Type Totals	659,125.14

11 x 8.5 in 1 of 1

Done Internet

13. Review report and print if desired.

14. Close Adobe Acrobat Reader.

15. Click *Delete*, then *OK*, to remove the report from the Submitted Job Search window.

16. Click *Close* on this window.

17. Click *Close* on the Work With Batch Versions – Available Versions window to return to the menu.

*NOTE: See the BU Open Commitments Query script to see the PA ledger detail.*